



Policy 02:001 – Curriculum Development and Revision

Faculty hold primary responsibility for the curriculum at the University of Montevallo. The full review process outlined below applies to the creation of new or substantive revision—as defined by the Alabama Commission on Higher Education (ACHE) or the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)—of existing academic programs at the University of Montevallo. Changes that require notification or approval from ACHE and/or SACSCOC and/or the U. S. Department of Education include, but are not limited to, a change in the mission of UM, the addition of a degree program in a field in which programs have not previously been offered, delivery of programs at a new off-campus site, dual degree agreements with another institution. Less significant curricular changes (creation of a minor, changes to course pre-requisites or course descriptions, addition or deletion of a course, etc.) are accomplished by following the sequence outlined in Step 1, with final approval issued by the Provost and Vice President for Academic Affairs except in the case of minors which are also presented to Executive Cabinet and the Board of Trustees for approval. Any proposed curricular change which must be submitted to the Board of Trustees will be reviewed by the SACSCOC Liaison who will determine whether notification to or approval by SACSCOC is required and by the Director of Financial Aid who will determine whether notification or approval by the U. S. Department of Education is required. The Provost will be responsible for determining when notification to or approval by ACHE is required. Each fall, the Office of the Provost will develop and disseminate a calendar for obtaining external approvals prior to implementation.

Step 1: A complete draft program proposal will be developed by faculty in the appropriate academic unit and will be reviewed and approved by the following

- Department Chair
- College committee charged with oversight of the curriculum
- Dean
- Undergraduate Curriculum and Standards Committee OR Graduate Council
- Provost and Vice President for Academic Affairs
- Executive Cabinet

Step 2: The program proposal will be submitted by the Provost/VPAA to the UM Board of Trustees for approval.

Step 3: The program proposal will be submitted by the Provost/VPAA to ACHE as information or for approval, consistent with ACHE requirements.

Step 4: A program proposal that qualifies as a substantive change will be submitted by the Provost/VPAA to SACSCOC as information or for approval, consistent with SACSCOC requirements. Changes that require formal SACSCOC approval will be submitted six months before expected implementation.

Step 5: A program proposal that qualifies as a substantive change will be submitted to the U. S. Department of Education as information or for approval, consistent with the Department's requirements.

Step 6: When the final required approval has been obtained, the Provost/VPAA will notify the Department Chair, Dean, Registrar, UCSC or Graduate Council, and Executive Cabinet.

Approved 5/99

Revised 2/17